

BRA EMPLOYMENT OPPORTUNITY

TITLE: DIRECTOR OF EARLY CHILDHOOD PROGRAMS

JOB VACANCY POSTING NO.

21-00

POSTING DATE:

5/10/00Rev 12/1/00

EMPLOYMENT STATUS: EDIC

EXTERNAL DATE:

5/23/00

POSITION FILLED:

DEPT/DIV: READBOSTON/JCS

DATE:

NAME:

SUMMARY: Under the direction of the Program Director for ReadBoston, serve as the Director of the Early Literacy Resource Center start-up; managing and overseeing ReadBoston's early childhood literacy efforts.

Develop annual operating plan with goals, objectives and benchmarks for ReadBoston's early literacy efforts including Early Literacy Resource Center (LRC). Successfully manage plan by overseeing all program activities of LRC including: curriculum development, program implementation and evaluation.

Manage LRC's expenses within budget approved by Director. Provide timely program and budget reports.

Interview, select, orient, train and supervise Early Literacy Resource Center staff, Vista members and contracted consultants.

Work with selected pre-school, home visiting and community programs to determine training and resource needs. Design and oversee training system that meets addressed needs.

Manage LRC relationship with UMASS Boston, and other identified program partners.

Collaborate with Director and Early Literacy Resource Steering Committee on operational and strategic planning.

Represent ReadBoston in early childhood community, including membership in 0-8 Coalition, and in meetings, forums, and other early childhood related activities.

Perform other related duties as assigned.

QUALIFICATIONS: Work requires a minimum of a Masters Degree in Education: including extensive course work in early literacy. Must have 10 + years experience in curriculum and program development. Must have experience working in community based programs. Knowledge of Boston's early education scene is desirable. Requires evening and weekend hours as program demands. Budge experience preferred.

GRADE: 22

HIRING RANGE: \$49, 734.69-\$ 62, 146.48

To apply: Submit resume/application to Human Resources, BRA, 43 Hawkins Street, Boston MA 02114.

An Affirmative Action/Equal Opportunity Employer

Auxiliary aids and services are available upon request to individuals with disabilities.

APPLICANTS MUST BE RESIDENTS OF BOSTON ON DATE OF HIRE.